

Marking a Coronavirus Relief Fund (CRF) Financial Progress Report as Complete

A new feature has been added to the Financial Progress Report (FPR) so Prime Recipients can indicate when they have completed obligation and expenditure of CRF funds and no additional FPRs will be submitted.

Once the Treasury OIG CARES team approves a report that is marked as Complete, the Prime Recipient will not be able to initialize or upload a report for the remaining reporting cycles. If the FPR was marked Complete in error, see [Turning off the Completion flag](#) for more information.

Please note, Data Upload Service users will indicate CRF Reporting is complete through the online Totals page. No changes have been made to the Data Upload Service template.

Marking the report as Complete

The Totals page now has a “Completion of Coronavirus Relief Fund Financial Reporting” section.

130	Cumulative Loan Payments	\$0.00
131	Total Available Balance of CRF funds	\$0.00
<p>I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate, and the information is provided for the purposes and intent set forth in the CARES Act, P.L. 116-136. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code, Title 18, Section 1001 and Title 31, Sections 3729-3733 and 3801-3812)</p>		
132a. Name of Authorized Official		132b. Email Address
132c. Signature of Authorized Certifying Official		132d. Date Report Submitted (Month, Day, Year)
Click to Sign		
<p>Completion of Coronavirus Relief Fund Financial Reporting</p> <p><input type="checkbox"/> All obligations and expenditures have been reported for the Federal funds received for the Coronavirus Relief Fund(CRF) Program, no financial adjustments are expected in future reporting cycles and any unused funds have been returned to the Federal government. No future reporting is anticipated for the CRF Program.</p>		
<p>Previous Section Save View/Add Attachments Validate</p>		

Figure 1: New Completion Flag

A user with Edit or Certify/Submit authority can mark a FPR as Complete prior to certifying their report.

Click the checkbox and Validate the report.

129	Available Balance of CRF funds before Loan Repayment	\$0.00
130	Cumulative Loan Payments	
131	Total Available Balance of CRF funds	

Click the checkbox and validate the report

I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate, and the information is provided for the purposes and intent set forth in the CARES Act, P.L. 116-136. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code, Title 18, Section 1001 and Title 31, Sections 3729-3733 and 3801-3812)

132a. Name of Authorized Official	132b. Email Address
132c. Signature of Authorized Certifying Official	132d. Date Report Submitted (Month, Day, Year)

[Click to Sign](#)

Completion of Coronavirus Relief Fund Financial Reporting

☒ All obligations and expenditures have been reported for the Federal funds received for the Coronavirus Relief Fund(CRF) Program, no financial adjustments are expected in future reporting cycles and any unused funds have been returned to the Federal government. No future reporting is anticipated for the CRF Program.

[Previous Section](#) [Save](#) [View/Add Attachments](#) [Validate](#)

Figure 2: Select Completion Checkbox and Validate

The Totals page and the report as a whole will have a validation warning.

Report Status: Validated - with Warnings
Section Status: Validated - with Warnings

Report Progress

Initialized	Edit-Saved	Validated	Certified	Submitted	In Review	C/O Approved
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[Previous Section](#) [Save](#) [View/Add Attachments](#) [Validate](#)

Warning #1: [33213] The Completion Flag has been selected.
[\[Goto Error\]](#) [\[Long Description\]](#)

The report will show a warning that the Completion flag was selected

U.S. DEPARTMENT OF THE TREASURY Office of Inspector General (OIG) Pandemic Response Accountability Committee (PRAC)				
Financial Progress Report(FPR) Totals				
115	Coronavirus Relief Funds Received	\$147,384.41		
		A	B	C
		Obligations	Current Quarter Expenditures	Cumulative Expenditures
116	Contracts >=\$50,000	\$0.00	\$0.00	\$0.00
117	Grants >=\$50,000	\$0.00	\$0.00	\$0.00
				D
				Net Obligation

Figure 3: Completion Flag Causes Warnings

To see more information about the warning, click the “Long Description” link.

The screenshot shows the 'On-Line Data Collection' interface. A modal window displays a message from test.grantsolutions.gov: 'The CRF financial reporting complete box has been selected. Selecting this indicates that CRF financial reporting is complete and no further reports will be submitted'. Below this, a box lists report details: Program Name: Coronavirus, Grantee Name: BIRCH CRF, Report Name: OIG Financial, Report Period: 04/01/2021, Report Status: Validated - v, and Section Status: Validated - v. A callout box points to the 'Long Description' link in the warning message, stating 'Click Long Description for more information about this warning'. The 'Report Progress' bar shows 'Validated' as the current step. A warning message at the bottom states: 'Warning #1: [33213] The Completion Flag has been selected.' with links for '[Goto Error]' and '[Long Description]'. The bottom section shows the 'Financial Progress Report(FPR) Totals' for '115 Coronavirus Relief Funds Received' with a total of '\$147,384.41'.

Figure 4: Warning Long Description

The user with Certify/Submit authority can now start the Certify process.

Note: The Totals section has a “Validated with Warnings” status.

The screenshot shows the 'Certify' button highlighted in the top navigation bar. A table lists various report sections with their respective 'Perform Action' buttons. A callout box points to the 'Certify' button, stating 'The user with Certify/Submit authority can still certify the report'. Another callout box points to the 'Validated - with Warnings' status for the 'Totals' section, stating 'The report will show a warning that the Completion flag was selected'. The table includes sections like Prime, Projects, Sub-Recipient Organizations, Contracts, Grants, Loans, Transfers, Direct, Aggregate Awards, Aggregate Payments to Individuals, and Totals.

Section Name:	Perform Action:	Section Status:
Prime	Select Action: Go	
Projects	Select Action: Go	
Sub-Recipient Organizations	Select Action: Go	
Contracts >=\$50,000	Select Action: Go	
Grants >=\$50,000	Select Action: Go	Saved -- Validated
Loans >=\$50,000	Select Action: Go	Saved -- Validated
Transfers >=\$50,000	Select Action: Go	Saved -- Validated
Direct >=\$50,000	Select Action: Go	Saved -- Validated
Aggregate Awards of <\$50,000	Select Action: Go	Saved -- Validated
Aggregate Payments to Individuals	Select Action: Go	Saved -- Validated
Totals	Select Action: Go	Validated - with Warnings

Figure 5: Certify Report with Completion Flag On

After the report has been signed, it will have a “Certified – with Warnings” status. This is a reminder that the Completion checkbox has been selected.

Report Status: Certified -- with Warnings
Section Status: Certified -- with Warnings

Report Progress

Initialized ☒ Edit-Saved ☒ Validated ☒ **Certified ☒** Submitted ☐ In Review ☐ C/O Approved ☐

[Previous Section](#) [View Attachments](#)

Warning #1: [33213] The Completion Flag has been selected. [Long Description]

The report will show a warning that the Completion flag was selected

U.S. DEPARTMENT OF THE TREASURY Office of Inspector General (OIG) Pandemic Response Accountability Committee (PRAC)					
Financial Progress Report(FPR) Totals					
115	Coronavirus Relief Funds Received				1.41
		A	B	C	D
		Obligations	Current Quarter Expenditures	Cumulative Expenditures	Net Obligation
116	Contracts >=\$50,000	\$0.00	\$0.00	\$0.00	\$0.00
117	Grants >=\$50,000	\$0.00	\$0.00	\$0.00	\$0.00

Figure 6: Certified with Warnings

The Submit button will now display “Submit With Warnings”, but the submit functionality is the same.

[View Attachments](#) [UnCertify](#) **[Submit With Warnings](#)** [Print Full Report](#)

Show entries

Search:

Section Name:	Perform Action:	Section Status:
Prime	Select Action: <input type="button" value="Go"/>	Certified
Projects	Select Action: <input type="button" value="Go"/>	Certified
Sub-Recipient Organizations	Select Action: <input type="button" value="Go"/>	Certified

Figure 7: Submit With Warnings

The Treasury OIG CARES team will review the submitted report and either approve or return it for correction.

If a report that is marked Complete is approved, then a FPR cannot be initiated for future reporting cycles.

Form Selection

Program Name: Coronavirus Relief F
Grantee Name: AK [920071449] (-) B
Report Name: Financial Progress R

Show 15 entries

Reporting Period	Due Date	Report Status	Actions
07/01/2022 - 09/30/2022	10/30/2022		+
04/01/2022 - 06/30/2022	07/30/2022		+
01/01/2022 - 03/31/2022	04/30/2022		+
10/01/2021 - 12/31/2021	01/30/2022		+
07/01/2021 - 09/30/2021	10/30/2021		+
04/01/2021 - 06/30/2021	07/30/2021	Submission Accepted by CO	

Figure 8: Accepted Report locks down the Completion flag

If the User selects the Create (+) button an error message “Reporting is completed for this Recipient.” will appear.

Apps

On-Line Data Collection

OLDC Home Form Selection

Form Selection

Program Name:
Grantee Name:
Report Name:

stage.grantsolutions.gov says
Reporting is completed for this Recipient.

OK

Figure 9: Error message when Create is clicked for an approved report with the Completion flag turned on

For Prime Recipients who use the Data Upload Service, the system will no longer allow a file to be uploaded when a report is marked Complete. The upload job will fail and show the error, “Reporting is completed for this Recipient”.

If the latest approved report is marked as Complete then an upload will fail with an error message

Search an Item

Show 5 entries

File Name	Status	Date Uploaded	Actions
Upload-StageEnvironment_PostCompleteUpload_ArcticVillage.xlsx	Failed	06/29/2021 10:55:27 AM	

Report Name Updated On Uploaded By Reporting Period Report Status

OIG Financial Progress Report 06/29/2021 10:57:19 AM Elizabeth, McQuade 07/01/2021 - 09/30/2021

Reporting is completed for this Recipient

Upload-StageEnvironment_SmallCycle5_CHIGNIK LAKE VILLAGE.xlsx	Saved	06/09/2021 06:37:22 PM	
Upload-StageEnvironment_SmallCycle5_CrookedCreek.xlsx	Saved	06/08/2021 06:35:51 PM	
Upload-StageEnvironment_SmallCycle5_CrookedCreek.xlsx	Saved	06/08/2021 06:23:40 PM	
Upload-StageEnvironment_SmallCycle5_CrookedCreek.xlsx	Saved	06/08/2021 06:11:42 PM	


Figure 10: Uploads will fail if a previous report with the Completion flag turned on was approved

Turning off the Completion flag

If the Completion flag needs to be removed after the submission of the report, there are different options depending on the status of the FPR in the workflow.

BEFORE THE REVIEW BEGINS

If the report is in the “Submitted with Warnings” status, a user with Certify/Submit authority can unsubmit the report from the Report Form Status screen by clicking “Unsubmit Report”.



Report Name: [OIG Financial Progress Report](#)
Report Period: [04/01/2021 - 06/30/2021](#)

This screen displays the status of report forms and their revisions, along with attached files. To continue entering report form information, click on 'Grantee Selection'.

Report Form Status				
Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
View Original	Submitted with Warnings	05/25/2021	Unsubmit Report Review	HTML Print Form Go

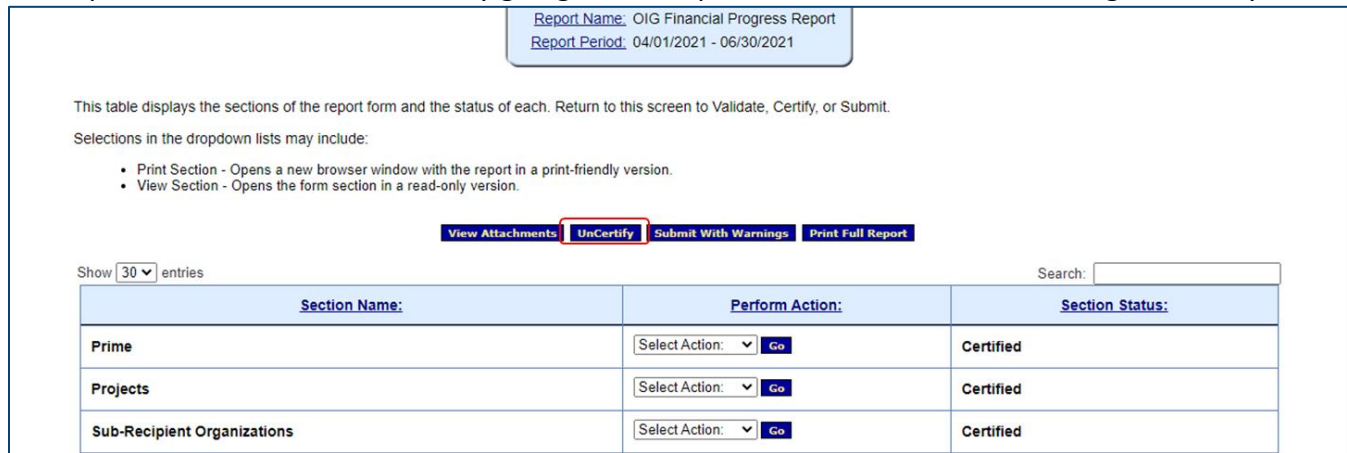
Report Status History

Show entries Search:

Report Submissions:	Report Action:	Date/Time:	User Name:	Change (if known):
Original	Submitted with Warnings	05/25/2021 11:41:46 AM	Machine LEElizabeth	

Figure 11: Unsubmit a report that is in Submitted with Warnings status

The report can then be uncertified by going to the Report Sections screen and clicking “Uncertify”.



Report Name: [OIG Financial Progress Report](#)
Report Period: [04/01/2021 - 06/30/2021](#)

This table displays the sections of the report form and the status of each. Return to this screen to Validate, Certify, or Submit.

Selections in the dropdown lists may include:

- Print Section - Opens a new browser window with the report in a print-friendly version.
- View Section - Opens the form section in a read-only version.

[View Attachments](#) [UnCertify](#) [Submit With Warnings](#) [Print Full Report](#)

Show entries Search:

Section Name:	Perform Action:	Section Status:
Prime	Select Action: Go	Certified
Projects	Select Action: Go	Certified
Sub-Recipient Organizations	Select Action: Go	Certified

Figure 12: Uncertify the unsubmitted report

This will make the report editable.

A user with Edit or Certify/Submit authority can deselect the Completion flag on the Totals screen and validate the change.

128	Total	\$0.00	\$0.00	\$0.00	\$0.00
129	Available Balance of CRF funds before Loan Repayment	\$0.00			
130	Cumulative Loan Payments				
131	Total Available Balance of CRF funds				

I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate, and the information is provided for the purposes and intent set forth in the CARES Act, P.L. 116-136. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code, Title 18, Section 1001 and Title 31, Sections 3729-3733 and 3801-3812)

132a. Name of Authorized Official
132b. Email Address
132c. Signature of Authorized Certifying Official
132d. Date Report Submitted (Month, Day, Year)

[Click to Sign](#)

Completion of Coronavirus Relief Fund Financial Reporting

☐ All obligations and expenditures have been reported for the Federal funds received for the Coronavirus Relief Fund(CRF) Program, no financial adjustments are expected in future reporting cycles and any unused funds have been returned to the Federal government. No future reporting is anticipated for the CRF Program.

[Previous Section](#) [Save](#) [View/Add Attachments](#) [Validate](#)

Figure 13: Uncheck the Completion flag and Validate the report

This will remove the warning.

Report Name: OIG Financial Progress Report
Report Period: 04/01/2021 - 06/30/2021
Report Status: Saved -- Validated
Section Status: Saved -- Validated

Report Progress

Initialized ☒ Edit-Saved ☒ Validated ☒ Certified ☐ Submitted ☐ In Review ☐ C/O Approved ☐

[Previous Section](#) [Save](#) [View/Add Attachments](#) [Validate](#)

U.S. DEPARTMENT OF THE TREASURY
Office of Inspector General (OIG)
Pandemic Response Accountability Committee (PRAC)

Financial Progress Report(FPR) Totals


115	Coronavirus Relief Funds Received	\$147,384.41			
		A	B	C	D
		Obligations	Current Quarter Expenditures	Cumulative Expenditures	Net Obligation
116	Contracts >=\$50,000	\$0.00	\$0.00	\$0.00	\$0.00
117	Grants >=\$50,000	\$0.00	\$0.00	\$0.00	\$0.00

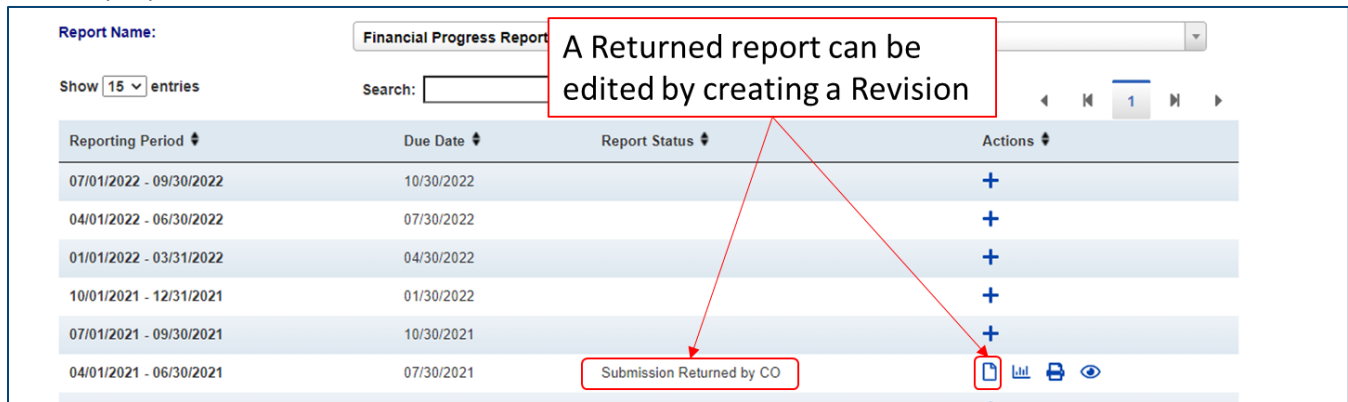
Figure 14: Validating without the Completion flag removed the warnings

The user with Certify/Submit authority can re-certify and re-submit the report. It will then follow the same review and approval steps by the Treasury OIG CARES team.

DURING THE REVIEW OR AFTER APPROVAL

Once the report moves into “Submission in Review by CO” or “Submission Accepted by CO” status, Recipients will have to ask Treasury OIG via the CARES team (CARES@oig.treas.gov) to return the report via the Return for Correction option.

Once the report is in “Submission Returned by CO” status, create a revision by clicking the “Revise” button ().



Report Name: Financial Progress Report

Show entries

Search:





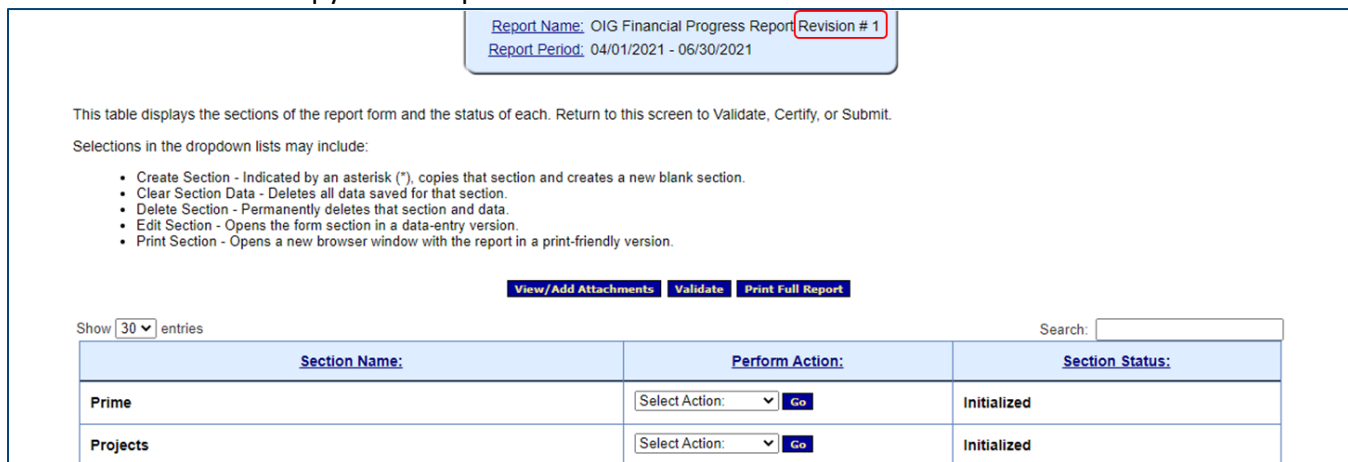
Reporting Period	Due Date	Report Status	Actions
07/01/2022 - 09/30/2022	10/30/2022		+
04/01/2022 - 06/30/2022	07/30/2022		+
01/01/2022 - 03/31/2022	04/30/2022		+
10/01/2021 - 12/31/2021	01/30/2022		+
07/01/2021 - 09/30/2021	10/30/2021		+
04/01/2021 - 06/30/2021	07/30/2021	Submission Returned by CO	   

Figure 15: Returned reports can be revised

This will make a new copy of the report.



Report Name: OIG Financial Progress Report **Revision # 1**

Report Period: 04/01/2021 - 06/30/2021

This table displays the sections of the report form and the status of each. Return to this screen to Validate, Certify, or Submit.

Selections in the dropdown lists may include:

- Create Section - Indicated by an asterisk (*), copies that section and creates a new blank section.
- Clear Section Data - Deletes all data saved for that section.
- Delete Section - Permanently deletes that section and data.
- Edit Section - Opens the form section in a data-entry version.
- Print Section - Opens a new browser window with the report in a print-friendly version.

[View/Add Attachments](#) [Validate](#) [Print Full Report](#)

Show entries

Section Name:	Perform Action:	Section Status:
Prime	Select Action: <input type="button" value="Go"/>	Initialized
Projects	Select Action: <input type="button" value="Go"/>	Initialized

Figure 16: The Report Name will include the Revision number

A user with Edit or Certify/Submit authority can turn off the Completion flag on the Totals screen and validate their change.

128 Total \$0.00 \$0.00 \$0.00 \$0.00

129 Available Balance of CRF funds before Loan Repayment \$0.00

130 Cumulative Loan Payments

131 Total Available Balance of CRF funds

I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate, and the information is provided for the purposes and intent set forth in the CARES Act, P.L. 116-136. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code, Title 18, Section 1001 and Title 31, Sections 3729-3733 and 3801-3812)

132a. Name of Authorized Official 132b. Email Address

132c. Signature of Authorized Certifying Official 132d. Date Report Submitted (Month, Day, Year)

Click to Sign

Completion of Coronavirus Relief Fund Financial Reporting

☐ All obligations and expenditures have been reported for the Federal funds received for the Coronavirus Relief Fund(CRF) Program, no financial adjustments are expected in future reporting cycles and any unused funds have been returned to the Federal government. No future reporting is anticipated for the CRF Program.

Previous Section Save View/Add Attachments **Validate**

Figure 17: Uncheck the Completion flag and Validate the report

This will remove the warning.

Report Name: OIG Financial Progress Report Revision # 1

Report Period: 04/01/2021 - 06/30/2021

Report Status: Saved -- Validated

Section Status: Saved -- Validated

Report Progress

Initialized Edit-Saved Validated Certified Submitted In Review C/O Approved

Previous Section Save View/Add Attachments **Validate**

U.S. DEPARTMENT OF THE TREASURY
Office of Inspector General (OIG)
Pandemic Response Accountability Committee (PRAC)

Financial Progress Report(FPR)
Totals

115	Coronavirus Relief Funds Received	\$147,384.41			
		A	B	C	D
		Obligations	Current Quarter Expenditures	Cumulative Expenditures	Net Obligation
116	Contracts >=\$50,000	\$0.00	\$0.00	\$0.00	\$0.00
117	Grants >=\$50,000	\$0.00	\$0.00	\$0.00	\$0.00

Figure 18: Validating without the Completion flag removed the warnings

The user with Certify/Submit authority can certify and submit the report revision. It will then follow the same review and approval steps by the Treasury OIG CARES team. Once this cycle's report is approved, the next cycle's report can be initialized.

AFTER THE REPORTING CYCLE ENDS

Once the next reporting cycle begins, Recipients will have to ask Treasury OIG via the CARES team (CARES@oig.treas.gov) to remove the Completion flag. If approved, the Completion flag will be removed. Recipients will be notified when a new report can be initiated using the Create (+) button.